BA

Brightwave Analytics GmbH
Strategy & Data Consulting
Friedrichstraße 118, 10117 Berlin, Germany

REIMBURSEMENT CLAIM

Expense Report

No. EXP-2026-0417

✓ Approved

SUBMITTED BY

Lena Hofmann
Senior Strategy Consultant · Strategy & Insights

Employee ID	**BW-2041**
Email	**lena.hofmann@brightwave-analytics.de**
Phone	**+49 30 5557 2241**

REPORT DETAILS

Period	**08–10 June 2026**
Purpose	**Client engagement — workshops & on-site delivery**
Project / client	**Meridian Retail Group · Market Entry (MRG-2026)**
Cost centre	**STR-EU-07**
Submitted	**12.06.2026**
Approved	**16.06.2026 · Dr. Stefan Brandt**

Itemised expenses

10 receipts · all amounts incl. VAT · reported in EUR

DATE	DESCRIPTION	RECEIPT / REF.	AMOUNT
Transportation			**€414.90**
08.06.2026	**Deutsche Bahn** — ICE 1004 Berlin Hbf → München Hbf, 2nd class	Ticket DB-7741920	**€142.00**
08.06.2026	**FreeNow** — Taxi München Hbf → client office, Maximilianstraße	Trip M-88213	**€23.50**
10.06.2026	**Lufthansa** — LH 1805 München → Hamburg, economy	PNR 7QXR2K	**€218.40**
10.06.2026	**Hansa Funktaxi** — Hamburg Airport → hotel, HafenCity	Receipt 4471	**€31.00**
Accommodation			**€585.00**
08.06.2026	**Hotel Vier Jahreszeiten** — 2 nights, single room (08–10 Jun)	Inv. 2026-44817	**€396.00**
10.06.2026	**The Westin Hamburg** — 1 night, single room (10–11 Jun)	Inv. WH-99214	**€189.00**
Meals & Entertainment			**€130.30**
08.06.2026	**Restaurant Tantris** — Working dinner with client (3 guests)	Receipt 1182	**€87.50**
09.06.2026	**Café Glockenspiel** — Team lunch, on-site day	Receipt 0934	**€24.80**
10.06.2026	**The Westin Hamburg** — Breakfast	Folio WH-99214	**€18.00**
Materials & Other			**€34.90**
09.06.2026	**Copyshop Schwabing** — Workshop handouts & binding (40 pp.)	Receipt 553	**€34.90**

REIMBURSEMENT TO

Account holder	**Lena Hofmann**
Bank	**Deutsche Bank, Berlin**
IBAN	**DE89 3704 0044 0532 0130 00**
BIC	**DEUTDEDB110**

All listed items were paid privately by the claimant; no corporate card was used. Original receipts are archived in the finance portal under the report number above.

Total expenses	**€1,165.10**
Less: cash advance	**– €300.00**
Reimbursement due	**€865.10**

Reclaimable input VAT (informational): €96.80.
Reimbursement processed with the next payroll run.

Lena Hofmann
Claimant · 12.06.2026

Dr. Stefan Brandt
Head of Finance · 16.06.2026